



**SAHA** | SAN ANTONIO  
HOUSING AUTHORITY  
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818 S. FLORES ST.



SAN ANTONIO, TEXAS 78204



www.saha.org

Procurement Department

## QUICK QUOTE

For

**Lift Station Maintenance, Repair, and Inspection Services  
for Beacon Communities**

For

**HOUSING AUTHORITY OF THE  
CITY OF SAN ANTONIO, TEXAS  
AND  
AFFILIATED ENTITIES**

**Date Issued: August 19, 2019**

**Quick Quote #: 1905-936-62-4920**

**Closes: September 04, 2019 at 2:00 PM**

Prepared by:

**Department of Procurement  
of the  
San Antonio Housing Authority  
818 South Flores Street  
San Antonio, Texas 78204**

President and CEO..... David Nisivoccia

- 1.0 The Housing Authority of the City of San Antonio, Texas and its affiliated entities (the “San Antonio Housing Authority or SAHA”) hereby invites independent Contractors to submit bids for the lift station preventative maintenance, repair, and inspection services.
- 2.0 SAN ANTONIO HOUSING AUTHORITY (SAHA) CONTACT: All questions or request for documents pertaining to this solicitation shall be addressed to Shayne Everett-Endres, Purchasing Agent, telephone 210-477-6254, fax 210-477-6254 or e-mail at [shayne\\_everett-endres@saha.org](mailto:shayne_everett-endres@saha.org).
- 3.0 APPLICABILITY: By submitting a bid, the bidder is agreeing to abide by all terms and conditions listed herein, including those terms and conditions within HUD Handbook 7460.8 REV 2, Procurement Handbook for Public Housing Agencies, dated 2/2007 and HUD Table 5.1, Mandatory Contract Clauses for Small Purchases Other Than Construction and if attached; HUD 5370EZ, Davis Bacon or HUD Wage Decision.
- 4.0 SAHA’s RESERVATION OF RIGHTS: SAHA reserves the right to:
  - 4.1 Reject any or all bids, to waive any informalities in the solicitation process, or to terminate the solicitation process at any time, if deemed by SAHA to be in its best interest.
  - 4.2 Terminate a contract awarded pursuant to this solicitation at any time for its convenience upon delivery of a 30-day written notice.
  - 4.3 Determine the days, hours and locations that the successful bidder shall provide the items or services called for in this solicitation.
  - 4.4 Reject and not consider any bid that does not, in the opinion of SAHA, meet the requirements of this solicitation, including but not necessarily limited to incomplete bids and/or bids offering alternate (not including “or equal” items) or non-requested items or services.
  - 4.5 SAHA reserves the right to:
    - 4.5.1 To make an award to the same bidder (aggregate) for all items; or,
    - 4.5.2 To make an award to multiple bidders for the same or different items.
- 5.0 BIDDER’S RESPONSIBILITY: Each bidder shall carefully review and comply with all instructions provided herein, or provided within any named attachments or addenda.
- 6.0 DEADLINE: Bids are due at the time and date posted herein. SAHA reserves the right to extend the posted deadline at any time prior to the deadline.
- 7.0 QUESTIONS: All questions or request for information concerning this solicitation must be submitted in writing eight (8) days prior to the closing deadline.

- 8.0 HOLD PRICES/NON-ESCALATION:** By submitting a bid, the bidder agrees to "hold" or not increase the bid prices for a minimum period of ninety (90) days. Quantities listed in this solicitation are for the purpose of determining best pricing per line item. Contractor shall field verify all quantities and dimensions.
- 9.0 METHOD OF AWARD:** SAHA may, at its sole discretion, procure the applicable goods or services by issuance of a PO or execution of a contract. By submitting a bid, the successful proposer agrees to accept the PO or execute the contract.
- 10.0 FEES and FORMS:**
- 10.1 FEE:** All fees are all-inclusive of all related costs that a proposer will incur to provide the noted goods or services in compliance with this solicitation, including, but not limited to: employee wages and benefits, clerical support, travel and lodging, overhead, profit, licensing, insurance, materials, supplies, tools, equipment, long distance telephone calls, document copying and motor vehicle fuel, all costs shall be fully burdened.
- 10.2 FORMS:** Bids shall be submitted utilizing the bid/fee forms included herein. Submission on forms other than the SAHA forms may result in disqualification of the response. Any bidder attached or included Terms and Conditions (Ts & Cs) are subject to acceptance by SAHA at its sole discretion.
- 11.0 AWARD CRITERIA:** Award shall be made to the responsive and responsible contractor that submits the best value to SAHA using price and other factors listed below.
- a. Capability and capacity,**  
**b. Experience.**
- 12.0 BID COSTS:** SAHA shall not compensate any bidder for any costs that may be incurred in responding to this solicitation.
- 13.0 ASSIGNMENT OF PERSONNEL:** SAHA retains the right to demand and receive a change in personnel assigned by the Contractor to provide services to SAHA if SAHA believes that such change is in its best interest.
- 14.0 UNAUTHORIZED SUB-CONTRACTING PROHIBITED:** The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this solicitation (including, but not limited to, selling or transferring the ensuing PO or contract without the prior written consent of SAHA. Any purported assignment of interest or delegation of duty, without the prior written consent of SAHA shall be void and may result in the cancellation of the PO or contract with SAHA.
- 15.0 LICENSING REQUIREMENTS:** By submitting a bid the successful bidder certifies that he/she possess and will, prior to issuance of a PO or execution of a contract, present to SAHA, proof and/or certification of the following:

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- 15.1 If applicable, local business license issued by the City of San Antonio.
- 15.2 If applicable, a copy of the bidder's license issued by the State of Texas licensing authority allowing the bidder to provide the services or products as detailed herein.

**16.0 PERMITS:** Contractor shall obtain all permits required to complete the work per the specifications.

**17.0 INSURANCE:** Contractor shall present to SAHA prior to PO issuance or execution of a contract, proof of insurance compliant with the requirements below.

Professional Liability	Required Limits
SAHA and its affiliates must be named as a Certificate Holder. This is required for vendors who render observational services to SAHA such as appraisers, inspectors, attorneys, engineers or consultants.	\$1,000,000
Business Automobile Liability	Required Limits
SAHA and its affiliates must be named as an additional insured and as the certificate holder. This is required for any vendor that will be using their vehicle to do work on SAHA properties.	\$500,000 combined single limit, per occurrence
Workers Compensation and Employer's Liability	Required Limits
Workers' Compensation coverage is Statutory and has no pre-set limits. Employer's Liability limit is \$500,000. Workers' Compensation is required for any vendor made up of more than two people. A Waiver of Subrogation in favor of SAHA must be included in the Workers' Compensation policy.  SAHA and its affiliates must be a Certificate Holder.	Statutory \$500,000
Commercial General Liability	Required Limits
This is required for any vendor who will be doing hands on work at SAHA properties. SAHA and its affiliates must be named as an Additional Insured and as the Certificate Holder.	\$1,000,000 per accident \$2,000,000 aggregate

**18.0 INVOICING:** To help insure timely payments and unless utilizing a progress payment schedule invoices shall be sent to the following address:

[Accounts\\_Payable@saha.org](mailto:Accounts_Payable@saha.org)

If contractor lacks electronic invoicing capability they may send invoices to:

**San Antonio Housing Authority,  
Accounts Payable,  
P.O. Box 830428,  
San Antonio, TX 78283-0428.**

Contractor shall invoice SAHA within 60 days after the delivery of the goods or service. If contractor fails to invoice within 60 days SAHA reserves the right to not pay the invoice. In an effort to be more efficient, SAHA processes all payments electronically. Contractors will be required to complete a direct deposit form. SAHA's standard payment terms are net 30 days.

**19.0 Fair Labor Standards Act:** Both parties hereby agree to comply with the provisions of the Fair Labor Standards Act (29 U.S.C. 201, et seq).

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**20.0 Indemnification.** The Contractor shall indemnify and hold harmless SAHA and its officers, agents, representatives, and employees from and against all claims, losses, damages, actions, causes of action and/or expenses resulting from, brought for, or on account of any bodily injury or death of an employee of the Contractor, its agent, or its subcontractor of any tier received or sustained by any persons or property growing out of, occurring, or attributable to any work performed under or related to this Agreement, resulting in whole or in part from the negligent acts or omissions of the Contractor, any subcontractor, or any employee, agent or representative of the Contractor or any subcontractor. **CONTRACTOR ACKNOWLEDGES AND AGREES THAT THIS INDEMNITY CONTROLS OVER ALL OTHER PROVISIONS IN THE AGREEMENT, SURVIVES TERMINATION OF THIS AGREEMENT.**

Contractor shall indemnify and hold harmless SAHA, their agents, consultants and employees from and against any and all property damage claims, losses, damages, costs and expenses relating to the performance of this Agreement, including any resulting loss of use, *but only to the extent caused by the negligent acts or omissions of Contractor*, its employees, sub-subcontractors, suppliers, manufacturers, or other persons or entities for whose acts Contractor may be liable.

**21.0 SECTION 3:** Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 135)

(a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

(b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3.

**22.0 EPA REQUIREMENTS (This section applies only to Painting):** Contractor must be EPA certified. Contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be certified by EPA and must follow specific work practices to prevent lead contamination.

**This includes, but is not limited to:**

**Contain the work area.**

**Minimize dust.**

**Clean up thoroughly.**

Contractors must provide to SAHA and tenants a copy of the EPA pamphlet "*Renovate Right: Important Lead Hazard Information for Families, Childcare Providers and Schools*," before the renovations start. Federal law requires this in housing, child-care facilities and schools built before 1978 and when renovating six square feet or more of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects. For a copy of this pamphlet go to:

[www.epa.gov/lead/pubs/renovaterightbrochure.pdf](http://www.epa.gov/lead/pubs/renovaterightbrochure.pdf)

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**23.0 GENERAL CONDITIONS:**

**23.1 Scope of Work is Attachment A.**

**23.2 Location of Current Property:  
(SAHA reserves the right to add/delete properties as needed)**

**Bella Claire Apartments  
2618 Nacogdoches Rd.  
San Antonio, TX 78217**

**23.3 WARRANTY:** All services and goods provided pursuant to this solicitation and the resulting contract shall be covered by the most favorable commercial warranties given to any customer for same or similar supplies or services, but in any event such goods and services shall be warranted for at least a period of two (2) years.

**23.4 OR EQUAL:** Catalogs, brand names or manufacturer's references where provided are descriptive only and indicate type and quality desired. Bids on brands of like nature and quality will be considered unless specified otherwise. If bidding other than the referenced manufacturer, brand or trade name, Bidder must provide a complete description of product offered, and illustrations and must be included in the bid submittal. Failure to include the above referenced data will require Contractor to furnish specified brand names, numbers, etc.

**23.5** Acceptance by SAHA is required prior to payment. Acceptance will be based on adherence to the specifications, best industry practice and inspection by SAHA personnel.

**23.6** Contractor shall supply all material, labor and equipment to complete the requirement of this solicitation unless otherwise specified in this solicitation.

**23.7** Contractor shall dispose of all debris and trash offsite in accordance with all local, State and Federal laws and codes. At no time will Contractor discard any debris or trash into any SAHA refuse container.

**23.8 Responses may be hand delivered to:**

**San Antonio Housing Authority,  
Attn: Shayne Everett-Endres, Purchasing Agent,  
818 S. Flores, San Antonio, TX 78204  
or  
Faxed to: Attn. Shayne Everett-Endres at 210-477-6254  
or  
Emailed to: [shayne\\_everett-endres@saha.org](mailto:shayne_everett-endres@saha.org)**

**23.9 Term of Contract:** The initial term shall be for one year with the option to extend up to \$50,000.00 at the sole discretion of SAHA.

**Quote Fee Sheet**  
**Quick Quote Closes on September 04, 2019 at 2:00 PM**  
**1905-936-62-4920**

State Law limits procurements using this method of solicitation to \$50,000.00 or less.

1. Preventative Maintenance Inspections Pricing: Schedule of quarterly is to be set by the property management.

Frequency of Service	QTY	Price/Per	Extended Cost
<b>Quarterly Maintenance</b>	4	\$	\$
<b>Annual Inspection</b>	1	\$	\$

2. Hourly Labor:

**Technician**

- a. 8:30 a.m. to 5:30 p.m. Monday to Friday: \$\_\_\_\_\_
- b. Weekend or Evening after 5:30 p.m.: \$\_\_\_\_\_
- c. Holidays- State and Federal Only: \$\_\_\_\_\_

**Helper**

- d. 8:30 a.m. to 5:30 p.m. Monday to Friday: \$\_\_\_\_\_
- e. Weekend or Evening after 5:30 p.m.: \$\_\_\_\_\_
- f. Holidays- State and Federal Only: \$\_\_\_\_\_

3. Lift Station Parts for Repairs:

- a. Parts Markup - Percentage over Contractor's Cost: \_\_\_\_\_%

4. Sub-Contractors: Proposer shall identify his sub-contractors if any:

a) \_\_\_\_\_

b) \_\_\_\_\_

**Acknowledge Receipt of Addenda**

Addendum #1 \_\_\_\_\_ Date \_\_\_\_\_

Addendum #2 \_\_\_\_\_ Date \_\_\_\_\_

Addendum #3 \_\_\_\_\_ Date \_\_\_\_\_

_____	_____
<b>Signature</b>	<b>Date</b>
_____	_____
<b>Printed Name</b>	<b>Company</b>
_____	
<b>E-mail address if available</b>	
_____	_____
<b>Phone</b>	<b>Fax</b>



## Bidder's Certification

By signing below, Bidder certifies that the following statements are true and correct:

1. He/she has full authority to bind Bidder and that no member Bidder's organization is disbarred, suspended or otherwise prohibited from contracting with any federal, state or local agency,
2. Items for which Bids were provided herein will be delivered as specified in the Bid,
3. In performing this contract, the contractor(s) shall comply with any and all applicable federal, state or local laws including but not limited to: Occupational Safety & Health, Equal Employment Opportunity, Immigration and Naturalization, The Americans with Disabilities Act, State Tax and Insurance Law, and the Fair Housing Act.,
4. Bidder agrees that this bid shall remain open and valid for at least a period of 90 days from the date of the Bid Opening and that this bid shall constitute an offer, which, if accepted by SAHA and subject to the terms and conditions of such acceptance, shall result in a contract between SAHA and the undersigned Bidder,
5. He/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this Bid,
6. Bidder, nor the firm, corporation, partnership, or institution represented by the Bidder, or anyone acting for such firm, corporation or institution has violated the antitrust laws of the State of Texas or the Federal Antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business,
7. Bidder has not received compensation for participation in the preparation of the specifications for this IFB,
- 8. Non-Collusive Affidavit:** The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Bidder or person, to put in a sham Bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other Bidder, to fix overhead, profit or cost element of said bid price, or that of any other Bidder or to secure any advantage against SAHA or any person interested in the proposed contract; and that all statements in said bid are true.
- 9. Child Support:** Pursuant to Section 231.006 (d) of the Texas Family Code, regarding child support, the bidder certifies that the individual or business entity named in this bid is not ineligible to receive the specified payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.
- 10. Lobbying Prohibition:** The Contractor agrees to comply with Section 1352 of Title 31, United States Code which prohibits the use of Federal appropriated funds to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract; the making of any Federal grant; the making of any Federal loan; the entering into of any cooperative agreement; or the modification of any Federal contract, grant, loan, or cooperative agreement.
- 11. Non-Boycott of Israel:** SAHA may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract. (Texas Government Code chapter 2270) by accepting these General Conditions and any associated contract, the CONTRACTOR certifies that it does not Boycott Israel, and agrees that during the term of this contract will not Boycott Israel as that term is defined in the Texas Government Code Section 808.001, as amended.
- 12. TX Gov. Code 2252.152:** Prohibits a government entity from awarding a contract to a company identified as Iran, Sudan, or a Foreign Terrorist Organization as identified on a list maintained by the Texas Comptroller of Public Accounts. By signature hereon bidder certifies that it is not affiliated in any manner with the businesses on this list

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(Signature) (Printed name and title)

\_\_\_\_\_  
(Business address)

\_\_\_\_\_  
(Phone) (E-mail)

# **ATTACHMENT A**

**Scope of Work/Specifications**

# **Scope of Work**

## **1.0 SCOPE OF PROPOSAL/General Conditions:**

Contractor shall perform the requested maintenance, inspections, and related services of the lift station, as specified herein.

## **2.0 REGULATORY:**

Contractor(s) shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses, permits and/or certifications required to provide the services under this solicitation.

## **3.0 METHODS / PROCEDURES:**

1. Inspection of the light and alarm systems will be performed quarterly. An alarm system in working order can alert you to problems immediately.
2. Amp and vibration readings shall be taken at least once a quarter on each motor in the on-site lift station. If the readings do not meet the manufacturer's specifications, it is an indication that debris is lodged in the impeller within the motor, or that water has entered the motor housing or the wiring.
3. An annual inspection of all electrical motor control equipment shall be performed to find poor connections and worn parts. This inspection shall include infrared testing and panel maintenance.
4. The following information shall be included within the lift station inspection information collected or as agreed upon by authorized SAHA personnel:
  - Date;
  - Time;
  - Initials of person performing inspection;
  - Meter readings for each pump;
  - Flow reading for each pump;
  - General appearance (note if there is grease buildup or if wet well baskets need to be cleaned);
  - Any maintenance done to the lift station;
  - Date of pump and equipment calibrations;
  - Pump ratings in gallons per minute; and
  - Power usage (if available).

## **4.0 SAFETY CONSIDERATIONS:**

Contractor is required to follow the Safety Practices and Procedures as established in compliance with the Illness Injury Prevention Program (IIPP) mandates of the Federal Code of Regulations, and Occupational Safety and Health Administration (OSHA).

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## **5.0 SCHEDULED MAINTENANCE / INSPECTION CHECKLISTS:**

### **5.1 Scheduled Maintenance:**

Regular maintenance required by codes and the manufacturer's standards. Scheduled Maintenance is work that is periodically performed on Equipment for the purpose of maintaining Equipment in satisfactory operating condition and to lessen the likelihood of it failing. Scheduled Maintenance is performed while the Equipment is functioning or by temporarily placing the Equipment out of service, so that it does not break down unexpectedly. Scheduled Maintenance involves systematic inspection, detection, prevention, and correction of incipient failures, before they become actual or major failures. Scheduled Maintenance tasks are performed specifically to prevent failures from occurring. These tasks shall consist of but not be limited to: inspections, tests, measurements, adjustments, lubrication, replacement of Parts and/or components, cleaning, etc. Scheduled Maintenance is performed specifically to prevent failures from occurring. It is designed to preserve and restore Equipment reliability by replacing worn, fatigued and/or damaged Parts and/or components before they actually fail. In addition, it includes detailed record keeping and data analysis to avoid Equipment deterioration, so worn, fatigued and/or damaged Parts and/or components can be replaced or serviced before they cause system failures. Service necessitated by normal wear and tear shall be included in Scheduled Maintenance.

1. All costs associated with Scheduled Maintenance/Inspections, including, but not limited to: components, lubricants and chemicals, and/or necessary parts to complete inspection or regular maintenance are included in the cost of service. Scheduled Maintenance does not include the total replacement of a system, nor does it include work to install and test Equipment in new construction. Contractor shall perform the maintenance work described herein for the prices stated on the price schedule.
2. Contractor shall perform the Scheduled Maintenance Services on the scheduled date. If unforeseen conditions arise, (example bad weather during the scheduled date) on the initial proposed scheduled date, Contractor shall notify designated SAHA contacts via email or phone call. The rescheduled service shall be performed within fourteen (14) calendar days of the original Scheduled Maintenance date.

Urgent Service calls: service calls outside the Scheduled Maintenance and:

1. Urgent Service calls are activities undertaken to detect, isolate, and rectify a fault so that the failed Equipment and/or abnormal Equipment operations can be restored to its normal operating state. However, if these types of service calls are necessitated by normal wear and tear, they are NOT considered Urgent Service calls and no additional cost shall be billed to SAHA. Normal wear and tear items shall be included in the Scheduled Maintenance service as define by the specification.
2. Urgent Service calls are not an emergency but can become an emergency.
3. Contractor technician(s) shall respond on site within two (2) hours of Contractor's receiving the notification during both Normal SAHA Working Hours and Non-Working Hours.

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4. Call backs – Call backs are returns for inspections or service for an incident that SAHA previously requested, and for which Contractor previously reported having completed the services. Call-back service is included at no additional cost to SAHA. Call back response time shall be in accordance with an Urgent call.

## **5.2 MATERIALS:**

1. Materials shall be in current production, as offered to commercial trades.
2. Any Materials, components and/or Parts used in complying with the contract shall be equal to or better than original Equipment and meet the manufacturers' requirements.
3. Specified Materials, components and/or Parts and Equipment shall be standard products of a manufacturer regularly engaged in the manufacture of such products. Specified Equipment shall essentially duplicate Equipment that has performed satisfactorily for at least two (2) years. Standard products shall have been in satisfactory commercial or industrial use for two (2) years. The 2-year requirement shall include applications of Equipment and Materials under similar circumstances and used for projects of similar size. The product shall have been for sale on the commercial market through advertisements, manufacturers' catalogs, or brochures during the two-year (2) period.
4. Contractor is responsible for chemicals and Materials in accordance with the specifications listed herein and for all Equipment and tools required in the performance of this contract.
5. Contractor is responsible for all testing Equipment and tools that are used to perform the requirements of the specification/scope of work.

## **5.3 Lift Station Maintenance Inspection Schedule**

The following is an outline of the minimum inspections that should to be performed and documented by the Contractor.

**Quarterly- Contractor must perform services listed below. To be performed at end of every 3<sup>rd</sup> month.**

1. Visually inspect the station for vandalism.
2. Clean up any trash or debris material.
3. Inspect wet well for excessive grease build up on surface, clean when needed.
4. Hose the wet well down during the pump down process.
5. Run each pump by hand / manual control and watch level control go up and down to ensure pumps are operating properly.
6. Record pump hours for each pump.
7. Check wet well floats for rag build up, clean as needed.
8. Pumps and piping are checked visually for defects.

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9. Completely pump down the wet well to its lowest point and make a visual inspection.
10. Test all panel lights and change as needed to ensure proper operation.
11. Completely pump down the wet well to its lowest point and make a visual inspection.
12. Place pump controls back in auto position prior to leaving station.
13. Lock up station, including exterior power panels if required, prior to leaving.
14. Complete all required paper work.
15. Inspection of pumps (submersible and dry) should be performed quarterly. Inspection of the impeller should be performed quarterly or when motor hours are not within 10 percent of each other. The inspections would assure that the impeller is free of debris.
16. Inspection of the check valves will be performed to insure proper working order and to prevent backflow from the force main to the wet well.

**Annual Inspection - Annual inspection is performed for each pump station. Inspections cover the electrical, mechanical, and physical facilities and equipment, and additional activities associated with annual inspection visits include the following:**

1. Pump out and clean the wet well to remove debris and grease build up.
2. The run time meters are checked once per year as part of the annual inspection
3. Lock out / tag out power source.
4. Pull pump and ensure shaft will spin freely by hand. Inspect pumps and impellers to assure they are free of debris and in good operating condition.
5. Check for water intrusion (pull float sensor drain plug to remove trapped water).
6. Assess operating set points (on/off) for pumps and reset as necessary to improve system performance.
7. Inspect electrical motor control equipment to identify any potential issues, such as poor connections and worn parts. This inspection shall include appropriate scheduled panel maintenance.
8. Inspect, service, and calibrate instrumentation, such as SCADA instrumentation, level sensors, alarms, and run time meters to ensure reliable reporting of station operations.
9. Perform thermographic scan of control panels, motors, and bearings with infrared camera

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**Other Duties**

1. Assist maintenance staff as needed for repair work requirements.
2. Maintain all required lift station field logs.
3. All problems or observations concerning the lift station will be recorded. Report all concerns to the Property Management/Maintenance Supervisor.

**6.0 RESPONSIBILITY OF SUBCONTRACTORS:**

All requirements for the "Prime" contractor shall also apply to any and all subcontractors. It is the Prime Contractors' responsibility to insure the compliance by the subcontractors. At all times the Prime Contractor remains liable to SAHA for the performance and compliance of the subcontractors.

**7.0 PERSONNEL:**

In compliance with TDLR, City of San Antonio, and SAHA requirements, Contractor shall perform criminal history checks and drug screening tests on all current & prospective employees performing work under this solicitation and any resulting contract and provide summaries of the results to designated SAHA department/personnel, if requested. Employees & prospective employees whose criminal history check discloses a misdemeanor or felony involving moral turpitude or harm to persons or property or sexual offenses will not be employed to perform work under this solicitation or any resulting contract. Criminal history and drug screening checks will be completed at the sole expense of the Contractor.

**End of Scope of Work**

## **ATTACHMENT B**

**HUD & Other Forms (Add additional Forms as required)**



## **TABLE 5.1 MANDATORY CONTRACT CLAUSES FOR SMALL PURCHASES OTHER THAN CONSTRUCTION**

The following contract clauses are required in contracts pursuant to **24 CFR 85.36(i) and Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act**. HUD is permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy. The PHA and contractor is also subject to other Federal laws including the U.S. Housing Act of 1937, as amended, Federal regulations, and state law and regulations.

**Examination and Retention of Contractor's Records.** The PHA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until three years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

**Right in Data and Patent Rights (Ownership and Proprietary Interest).** The PHA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials, and documents discovered or produced by Contractor pursuant to the terms of this Contract, including, but not limited to, reports, memoranda or letters concerning the research and reporting tasks of the Contract.

**Energy Efficiency.** The Contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

### **Procurement of Recovered Materials**

(a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price. (b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

### **Termination for Cause and for Convenience (contracts of \$10,000 or more).**

(a) The PHA may terminate this contract in whole, or from time to time in part, for the PHA's convenience or the failure of the Contractor to fulfill the contract obligations (cause/default). The PHA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the PHA all information, reports, papers, and other materials accumulated or generated in performing the contract, whether completed or in process.

(b) If the termination is for the convenience of the PHA, the PHA shall be liable only for payment for services rendered before the effective date of the termination.

(c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (cause/default), the PHA may (1) require the Contractor to deliver to it, in the manner and to the extent directed by the PHA, any work described in the Notice of Termination; (2) take over the work and prosecute the same to completion by contract of otherwise, and the Contractor shall be liable for any additional cost incurred by the PHA; and (3) withhold any payments to the Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owned by the PHA by the Contractor. In the event of termination for cause/default, the PHA shall be liable to the Contractor for reasonable costs incurred by the Contractor before the effective date of the termination. Any dispute shall be decided by the Contracting Officer.